



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

**GAIL FARBER, Director**

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

June 06, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

57 June 6, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**AS-NEEDED REAL ESTATE CONSULTANT SERVICES  
AWARD CONSULTANT SERVICES AGREEMENTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This action is to allow the Department of Public Works to execute as-needed consultant services agreements with multiple vendors to provide real estate consultant services such as right-of-way engineering, land title, appraisal, right-of-way acquisition, and/or mapping services for various Department of Public Works projects and to accommodate requests for real estate services from other County departments.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Award and authorize the Director of Public Works, or her designee, to execute a consultant services agreement with Paragon Partners, Ltd., for as-needed right-of-way engineering, land title, appraisal, right-of-way acquisition, and mapping services. The agreement will be for a not-to-exceed amount of \$2,000,000 and will be for a 3-year period commencing upon the issuance of the first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.
2. Award and authorize the Director of Public Works, or her designee, to execute consultant services agreements with Integra Realty Resources; Mason & Mason; Grubb & Ellis; and R.P. Laurain & Associates, for as-needed appraisal services. Each of the four agreements will be for a not-to-exceed amount of \$500,000 and will be for a 3-year period commencing upon the issuance of the

first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.

3. Award and authorize the Director of Public Works, or her designee, to execute consultant services agreements with Overland, Pacific & Cutler, Inc.; Cal Pacific Land Services, Inc.; and Epic Land Solutions, Inc., for as-needed right-of-way acquisition services. Each of the three agreements will be for a not-to-exceed amount of \$500,000 and will be for a 3-year period commencing upon the issuance of the first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of the Department of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.

4. Award and authorize the Director of Public Works, or her designee, to execute a consultant services agreement with California Property Specialists, Inc., for as-needed right-of-way engineering and right-of-way acquisition services. The agreement will be for a not-to-exceed amount of \$1,000,000 and will be for a 3-year period commencing upon the issuance of the first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.

5. Award and authorize the Director of Public Works, or her designee, to execute a consultant services agreement with Harris & Associates, for as-needed right-of-way engineering services. The agreement will be for a not-to-exceed amount of \$500,000 and will be for a 3-year period commencing upon the issuance of the first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.

6. Award and authorize the Director of Public Works, or her designee, to execute a consultant services agreement with Towill, Inc., for as-needed mapping services. The agreement will be for a not-to-exceed amount of \$500,000 and will be for a 3-year period commencing upon the issuance of the first notice to proceed. The agreement shall include two one-year options to extend the contract at the discretion of the Director of Public Works or her designee. Where services for a given project are started but not completed by the stated expiration date, the expiration date of the agreement will be automatically extended as necessary to allow for the completion of the services.

7. Delegate authority to the Director of Public Works, or her designee, at her discretion, to exercise the two one-year option periods for the agreements.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will enhance the Department of Public Works' (Public Works) effectiveness in performing various real estate transactions. In order to ensure that adequate resources are available to provide right-of-way services not only for various Public Works administered infrastructure improvement projects but also to accommodate requests for real estate services from other County departments, Public Works will continue to require the use of as-needed consultants. To permit the use of these consultants on Federally funded projects, the Request for Proposals (RFP) was processed following Federal guidelines.

The proposed agreements will be awarded for a 3-year period, with two one-year options for renewal to extend the contract for a potential total contract period of 5 years effective upon the issuance of the first notice to proceed. Where services for a given project have been started, but not completed prior to the stated expiration date, the contracts are drafted such that the expiration date of the agreement will be automatically extended as necessary to allow for completion of such services. In all events, however, the work authorizations will be subject to the maximum monetary caps as they may be amended or supplemented.

## **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public service.

## **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

Each of the 11 agreements is part of the entire program. The entire program is for a combined aggregate maximum total amount of \$7,500,000 for a potential total contract period of 5 years. Should additional work be required that exceeds the amount authorized, Public Works will return to your Board for approval. Financing for these real estate services are included in various Fiscal Year 2011-12 Fund Budgets. Funding to finance future years will be requested through the annual budget process. When the need arises for service under these contracts, financing for the required real estate services will be made from the appropriate fund. Total expenditures for these real estate services, however, will not exceed the amount approved by your Board.

When services are required to meet technical and schedule requirements of a specific project, a separate scope of work and work order will be negotiated and authorized for each within contract limitations.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard consultant services agreement, in the form previously approved by County Counsel, as revised to provide for the aforementioned specialized expiration date provisions, will be used. The recommended agreements were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements. The consultants are in compliance with the requirements of the Chief Executive Office and your Board. The agreements will be in compliance with the Chief Executive Office and your Board's requirements.

Award of the agreements will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. Pursuant to Caltrans' Local Assistance Program Guidelines, consultant services agreements in excess of \$1,000,000 require a pre-award audit of the consultant's cost proposal and draft agreement. Public Works has submitted the Paragon Partners, Ltd. cost proposal and draft agreement to Caltrans to perform the pre-award audit. If required, Public Works will amend the draft consultant services agreement to incorporate any additional requirements and/or conditions presented by Caltrans prior to execution of said agreement.

The agreements will contain terms and conditions supporting your Board's ordinances, policies, and programs, including, but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The consultants were selected upon final analysis and consideration without regard to race, creed, color, or gender.

The agreements include a cost-of-living adjustment provision in accordance with your Board's policy, which was approved on January 29, 2002.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are an activity that is excluded from the definition of a project by Section 15378(b) (4) and (5) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government, which will not result in direct or indirect changes to the environment.

The appropriate environmental documentation, as required under CEQA, will be completed, and the appropriate CEQA finding will be recommended to your Board before a discretionary action is approved for any construction project.

## **CONTRACTING PROCESS**

On September 27, 2011, Public Works issued an RFP for right-of-way engineering, land title, appraisal, right-of-way acquisition, and/or mapping services. The RFP stated that the County would select a maximum of five qualified for each of the five categories of real estate services. Sixteen firms submitted proposals on October 25, 2011. An evaluation committee consisting of Public Works staff evaluated the proposals. The evaluations were based on technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. These evaluations were performed without regard to race, creed, color, or gender.

Based on review and evaluation of the proposals, the Evaluation Committee determined that the following firms were qualified to provide real estate services in the areas listed below the firm's name:

- Cal Pacific Land Services, Inc.
  - Right-of-way acquisition services
- California Property Specialists, Inc.
  - Right-of-way engineering services
  - Right-of-way acquisition services
- Epic Land Solutions, Inc.
  - Right-of-way acquisition services
- Grubb & Ellis
  - Appraisal services
- Harris & Associates
  - Right-of-way engineering services
- Integra Realty Resources
  - Appraisal services
- Mason & Mason
  - Appraisal services
- Overland, Pacific & Cutler, Inc.
  - Right-of-way acquisition services
- Paragon Partners, Ltd.
  - Right-of-way engineering services
  - Land title services
  - Appraisal services
  - Right-of-way acquisition services
  - Mapping services
- R.P. Laurain & Associates
  - Appraisal services
- Towill, Inc.
  - Mapping services

As required by your Board on February 3, 1998, the RFP was listed on the Doing Business With Us website. A copy of the website posting is enclosed for your reference.

The consultants' Community Business Enterprises participation data and 3-year contracting histories are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects as a result of authorizing the recommended consultant service agreements. The agreements will provide necessary real estate services in an efficient manner and assist Public Works to better manage fluctuations in workload.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office and one adopted copy to the Department of Public Works, Survey/Mapping & Property Management Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

GF:SGS:hp

Enclosures

- c: Auditor-Controller (Accounting Division - Asset Management)
- Chief Executive Office (Rita Robinson)
- County Counsel
- Executive Office
- Public Social Services (GAIN/GROW Program)

Award information has not been added at this time.

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### Bid Information

**Bid Number :** AED7739749  
**Bid Title :** As-Needed Consultant Services for Right-of-Way Engineering, Land Title, Appraisal, Acquisition, or Mapping  
**Bid Type :** Commodity  
**Department :** Public Works  
**Commodity :** CONSULTING SERVICES - REAL ESTATE/LAND  
**Open Date :** 9/27/2011  
**Closing Date :** 10/25/2011 3:00 PM  
**Notice of Intent to Award :** [View Detail](#)  
**Bid Amount :** N/A  
**Bid Download :** Not Available  
**Bid Description :** The Department of Public Works is inviting proposals from qualified firms to provide As-Needed Consultant Services for the following category of services: a) Right-of-Way Engineering b) Land Title c) Appraisal d) Acquisition e) Mapping Services. The objective is to select up to five qualified firms for each category. Proposers must identify in their proposal which service category they are qualified to provide. Proposers may submit qualifications for more than one service category; however, a separate proposal must be submitted for each service category. Copies of the RFP may be downloaded at the link provided. [Click here to view RFP](#)

Proposals are due no later than 3:00 p.m., October 25, 2011.

**Contact Name :** Kathleen Gandara  
**Contact Phone# :** (626) 458-2566  
**Contact Email :** [kgandara@dpw.lacounty.gov](mailto:kgandara@dpw.lacounty.gov)  
**Last Changed On :** 9/28/2011 10:18:41 AM

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